

# *Naval War College Library*

## Student



## Guide

2006 – 2007

# Table of Contents

By clicking on the section title you will be taken to that section.

<a href="#"><u>General Library Information</u></a> .....	1
<a href="#"><u>Library's Floor Plan</u></a> .....	3
<a href="#"><u>Library's Homepage</u></a> .....	4
<a href="#"><u>How to Go about Writing a Research Paper</u></a> .....	5
<a href="#"><u>Search Strategy Worksheet</u></a> .....	6
<a href="#"><u>Reference Guide #1 - Online Catalog</u></a> .....	8
<a href="#"><u>Reference Guide #2 - ProQuest Database</u></a> .....	10
<a href="#"><u>Reference Guide #3A - Lexis-Nexis Academic</u></a> .....	12
<a href="#"><u>Reference Guide #5 - DTIC</u></a> .....	14
<a href="#"><u>Comprehensive List of Periodicals</u></a> .....	16
<a href="#"><u>NWC Library's Bibliographies and Subject Guides</u></a> .....	17
<a href="#"><u>Reference Guide #9 - Proxy Account</u></a> .....	18
<a href="#"><u>Reference Guide #13 – Library Portal</u></a> .....	19
<a href="#"><u>Reference Guide #15 – Central Search</u></a> .....	20
<a href="#"><u>Naval Historical Collection</u></a> .....	22
<a href="#"><u>Classified Library Information</u></a> .....	23

# **NAVAL WAR COLLEGE LIBRARY**

## **GENERAL INFORMATION**

### **LIBRARY HOURS**

- **Circulation and Reference Desks** are staffed **Monday-Friday** from **0800-1630**.
- Naval War College personnel have access to the Library from **0600-2300** daily.

### **CIRCULATION OF LIBRARY MATERIALS**

- Library material can only be checked out:
  - (1) during staffed hours at the **Circulation Desk 0730-1630**
  - (2) during access hours by using the Library's **3M ShelfCheck** unit
- Should you need assistance with the operation of the 3M SelfCheck unit, please contact personnel on the Circulation Desk.
- NWC picture ID badges are used as your Library identification card.

### **ACADEMIC LIBRARY**

- **BOOKS/AUDIOBOOKS (Lower Level) – (General Collection)**
  - ▶ **30-DAY LOAN** ALL MATERIALS ARE SUBJECT TO **RECALL** **AFTER 7 DAYS** WHEN REQUESTED BY ANOTHER PATRON OR IMMEDIATELY FOR THE RESERVE SHELF.
- **REFERENCE BOOKS (Main Level)**
  - ▶ **DO NOT CIRCULATE**
- **MCNAUGHTON COLLECTION/LANDMARK AUDIO CASSETTES/ LANDMARK CD-ROMs (Main Level) – (Rental Collections)**
  - ▶ **14-DAY LOAN**

- **VIDEO CASSETTES and DVDs (Main Level) – (Behind Circulation Desk)**

- ▶ **3-DAY LOAN**

- **CD-ROMs (Main Level) – (Library Instruction Room)**

- ▶ **14-DAY LOAN**

- **PERIODICALS (Main Level)**

- ▶ **OVERNIGHT LOAN at 1600** CURRENT Issues

- ▶ **3-DAY LOAN** Single BACK Issues

- ▶ **DO NOT CIRCULATE** BOUND Volumes

- **RESERVE MATERIALS (Main Level)**

- ▶ **CLOSED Reserve** Located at the Circulation Desk; ask personnel

- ▶ **OPEN Reserve** Located across from the Reference Desk;

**FOR USE IN THE LIBRARY ONLY**

- **MICROFORMS (Lower Level)**

- ▶ **DO NOT CIRCULATE**

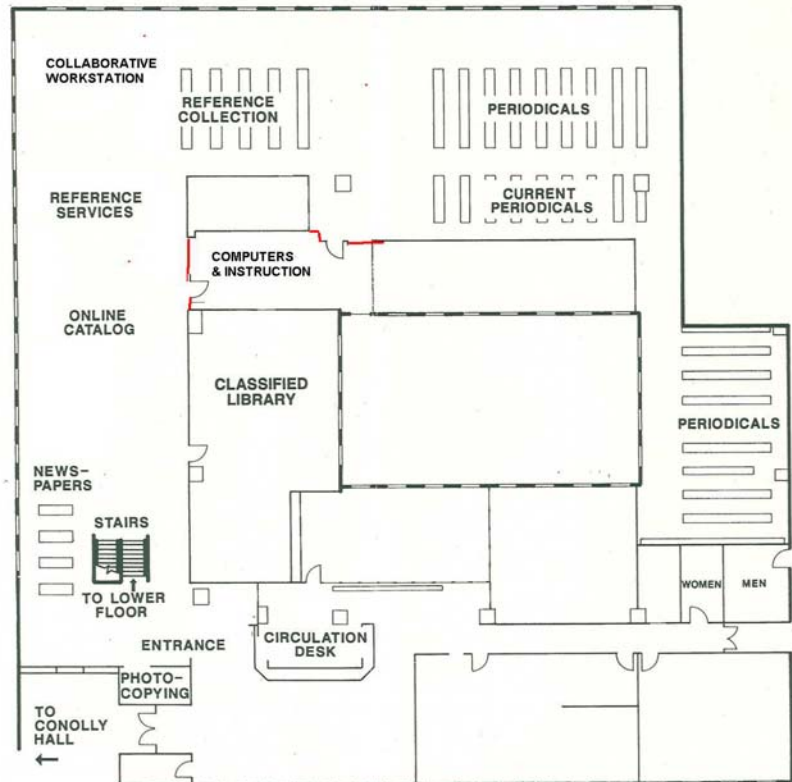
Should you need assistance with the operation of the **Microform Reader Printers**, please contact the personnel on the Circulation Desk.

**LIBRARY POLICY DOES NOT PERMIT NAMES OF PERSONS  
HOLDING CHARGED-OUT MATERIAL TO BE DISCLOSED.**

# NWC Library Floor Plan -- Hewitt Hall

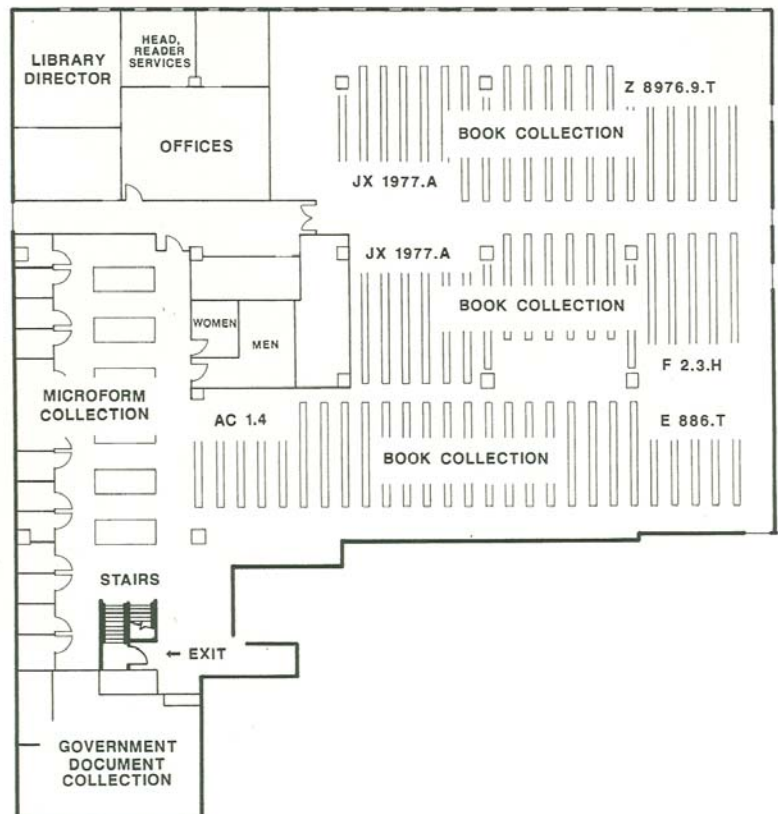
## Main Floor

- Circulation Services
- Reference Services
- Classified Library
- Newspapers
- Periodicals
- Computers
- Reserves
- Photocopiers
- Collaborative Workstation
- Book Self-Checkout



## Lower Level

- General (Book) Collection
- Microforms
- Gov't Documents
- Restrooms



# NWC Library Homepage

<http://www.nwc.navy.mil/library>



[HOME](#)

[ACADEMICS](#)

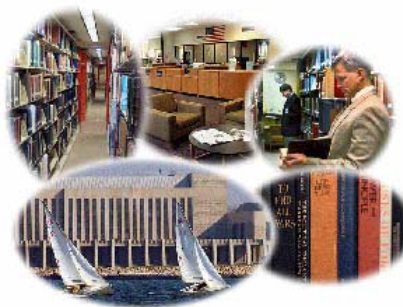
[STUDENT  
INFORMATION](#)

[RESEARCH  
WAR GAMING &  
PUBLICATIONS](#)

[LIBRARY](#)

[NEWS](#)

[SEARCH &  
INDEX](#)



## CATALOG & DATABASES

[Library Catalog](#)  
[Databases](#)  
[Central Search](#)  
[Microform Collection](#)  
[Websites](#)

## JOURNALS & NEWSPAPERS

[Comprehensive Periodicals List](#)  
[Newspapers Held at NWC](#)  
[Newspapers Online](#)  
[Military Journals/News Services](#)

## PUBLICATIONS

### "Did you know?"

[Bibliographies & Subject Guides](#)  
[Research & Library Guides](#)  
[Library Presentations](#)  
[Library Newsletters](#)  
[Digital Publications](#)  
[Outside Publications](#)  
[Military Publications](#)  
[War on Terror](#)



## Naval War College Library



Newport, R.I.



Staffed M-F 0800 to 1630 Open 0600 to 2300 daily

Comm: 401-841-4551  
DSN: 948-4551

FAX: 401-841-1140 or 948-1140  
Email: [libref@nwc.navy.mil](mailto:libref@nwc.navy.mil)

## RESEARCH SOURCES

[Reference Tools](#)  
[Government Homepages](#)  
[Military Homepages](#)  
[Unified Commands](#)  
[Military Images](#)  
[General Military Resources](#)  
[Internet Resources](#)  
[RI Homepages](#)

## OVERVIEW

### What's New in the Library

[General Library Information](#)  
[Visitor Information](#)  
[Classified Library](#)  
[Staff Directory](#)  
[Library History](#)  
[Levy Collection](#)  
[Naval Historical Collection](#)

# How To Access the Library Homepage

From *inside* the Naval War College <<http://nwcintranet>>:  
Under *Research Sources*, click *NWC Library Homepage*.

From *outside* the Naval War College:  
Go to <<http://www.nwc.navy.mil/library>>

Note: To access the databases from *outside* the War College, see the Proxy Account instructions in this guide.



## Important Links Found on the Library Homepage

The Library homepage provides links to numerous resources. A good place to **start** your research is with the following:

**Library Catalog.** Search the NWC online catalog for:

- Books
- Documents
- Reports

**Databases.** Retrieve journal articles and other electronic materials searching databases such as:

- ProQuest
- Lexis-Nexis
- Jane's Online
- Stratfor
- Military Periscope



**Central Search.** Search selected databases, the Library Catalog, and the Internet simultaneously.

## How To Approach Writing a Research Paper

- Consult the NWC *Writing and Style Guide*, paying particular attention to pages 1-20.
- Select a research topic.
- Search the Library Catalog for books and documents.
- Browse the list of databases on the library Databases homepage and select relevant databases to search.
- Begin by searching *ProQuest* for magazine and journal articles in the military literature.
- Even if you are writing an unclassified paper, visit the Classified Library to access print materials, CD-ROM products, and the various Lessons Learned databases.
- Prepare an outline of your research paper and modify it as needed.
- Fill in gaps in your research paper with an eye toward citing primary documents such as treaties, congressional testimony, executive orders, DoD directives, speeches, and official briefings.
- See a reference librarian for help at any point in the research process.



# Sample Search Strategy Worksheet

Topic or Subject:

combat search and rescue



1. Keywords and phrases to use:

- |                                    |                                 |
|------------------------------------|---------------------------------|
| 1) <u>combat search and rescue</u> | 3) <u>combat SAR</u>            |
| 2) <u>CSAR</u>                     | 4) <u>evacuation and rescue</u> |



2. Online Library Catalog: Search for books.



3. Databases to search: (See NWC Library Homepage for database descriptions)

	America: History & Life		(IISS) Armed Conflict
	Asia Intelligence Service	#2	Jane's Online
	Bibliography of Asian Studies		Jane's Terrorism Intelligence Centre
	Catalog of U.S. Government Publications		JSTOR
	Columbia International Affairs Online		Know Europe
	Country Watch		Latin American Intelligence Service
	Courcy's Intelligence Service		LexisNexis Academic
	CultureGrams		LexisNexis Congressional
	Declassified Documents Reference Service		LexisNexis Statistical
	Digital National Security Archive		MERLN
#3	EBSCO Military & Government Collection		Newspaper Direct
	Economist Intelligence Unit (EIU)		Oxford Dictionary of National Biography
	Facts.com		Oxford English Dictionary
	First Search		Periscope
	GDI Online		Policyfile
	Global Information System	#1	Proquest
	Global Newsbank & UN Documents		Proquest Historical Newspapers
	Government Information on the Internet		Proquest Asia
	Hein Online		SIRS Government Reporter
	Historical Abstracts		STRATFOR
	Inside Defense		United Nations Treaty Collection



4. Websites to search: (See NWC Library Homepage for Website descriptions)

- |   |   |  |
|---|---|--|
| 1. <a href="http://www.defenselink.mil">www.defenselink.mil</a>     | 5. <a href="http://www.gao.gov">www.gao.gov</a>               | 9. <a href="http://www.fas.org">www.fas.org</a>                          |
| 2. <a href="http://www.dtic.mil/doctrine">www.dtic.mil/doctrine</a> | 6. <a href="http://www.access.gpo.gov">www.access.gpo.gov</a> | 10. <a href="http://www.globalsecurity.org">www.globalsecurity.org</a>   |
| 3. <a href="http://stinet.dtic.mil">stinet.dtic.mil</a>             | 7. <a href="http://www.nato.int">www.nato.int</a>             | 11. <a href="http://www.rand.org">www.rand.org</a>                       |
| 4. <a href="http://www.state.gov">www.state.gov</a>                 | 8. <a href="http://www.un.org">www.un.org</a>                 | 12. <a href="http://www.google.com/unclesam">www.google.com/unclesam</a> |

Notes for Websites above: 3 is for student papers. 12 is Google limited to sites: .mil & .gov



# Search Strategy Worksheet

**Topic or Subject:**

☐ **2. Keywords and phrases to use:**

1) \_\_\_\_\_

3) \_\_\_\_\_

2) \_\_\_\_\_

4) \_\_\_\_\_

☐ **2. Online Library Catalog:** Search for books.

☐ **4. Databases to search:** (See NWC Library Homepage for database descriptions)

<b>America: History &amp; Life</b>	<b>(IISS) Armed Conflict</b>
<b>Asia Intelligence Service</b>	<b>Jane's Online</b>
<b>Bibliography of Asian Studies</b>	<b>Jane's Terrorism Intelligence Centre</b>
<b>Catalog of U.S. Government Publications</b>	<b>JSTOR</b>
<b>Columbia International Affairs Online</b>	<b>Know Europe</b>
<b>Country Watch</b>	<b>Latin American Intelligence Service</b>
<b>Courcy's Intelligence Service</b>	<b>LexisNexis Academic</b>
<b>CultureGrams</b>	<b>LexisNexis Congressional</b>
<b>Declassified Documents Reference Service</b>	<b>LexisNexis Statistical</b>
<b>Digital National Security Archive</b>	<b>MERLN</b>
<b>EBSCO Military &amp; Government Collection</b>	<b>Newspaper Direct</b>
<b>Economist Intelligence Unit (EIU)</b>	<b>Oxford Dictionary of National Biography</b>
<b>Facts.com</b>	<b>Oxford English Dictionary</b>
<b>First Search</b>	<b>Periscope</b>
<b>GDI Online</b>	<b>Policyfile</b>
<b>Global Information System</b>	<b>Proquest</b>
<b>Global Newsbank &amp; UN Documents</b>	<b>Proquest Historical Newspapers</b>
<b>Government Information on the Internet</b>	<b>Proquest Asia</b>
<b>Hein Online</b>	<b>SIRS Government Reporter</b>
<b>Historical Abstracts</b>	<b>STRATFOR</b>
<b>Inside Defense</b>	<b>United Nations Treaty Collection</b>

☐ **5. Websites to search:** (See NWC Library Homepage for Website descriptions)

1. [www.defenselink.mil](http://www.defenselink.mil)

2. [www.gao.gov](http://www.gao.gov)

3. [www.fas.org](http://www.fas.org)

4. [www.dtic.mil/doctrine](http://www.dtic.mil/doctrine)

5. [www.access.gpo.gov](http://www.access.gpo.gov)

6. [www.globalsecurity.org](http://www.globalsecurity.org)

7. [stinet.dtic.mil](http://stinet.dtic.mil)

8. [www.nato.int](http://www.nato.int)

9. [www.rand.org](http://www.rand.org)

10. [www.state.gov](http://www.state.gov)

11. [www.un.org](http://www.un.org)

12. [www.google.com/unclesam](http://www.google.com/unclesam)

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

**Notes:**



# Reference Guide #1

## How To Search the **ONLINE CATALOG**

The **Online Catalog** is the contemporary version of the card catalog. Searching the catalog provides access to the titles of books and documents held by the library and gives their location in the collection.

### PART I: ACCESSING THE ONLINE CATALOG

From the Naval War College:

- Open up Internet Explorer to the NWC Intranet. On the right side, middle row under *Research Sources*, click *NWC Library Catalog*.

Outside the Naval War College:

- Go to the NWC Library Homepage [<http://www.nwc.navy.mil/library>].
- Click *Library Catalog*.

### PART II: SEARCHING THE ONLINE CATALOG

A screenshot of the Naval War College Library website. At the top, there's a navigation bar with links: Search, My Account (circled), NWC Home, MERLN, and NetLibrary. Below this is a sub-navigation bar with links: Basic, Advanced, Power, and History. The main content area is titled "You're searching: Naval War College Library" and "Basic Search". It contains a search instruction: "Search the library catalog by selecting your desired index, input your term and select the 'go' button." Below this is a search form with a "Search:" label, a pull-down menu currently set to "General Keyword", a text input box, and a red "GO" button. Two callout boxes with arrows provide instructions: one points to the pull-down menu saying "Do a general keyword search or use pull-down menu to choose a different type of search." and the other points to the text input box saying "Type your search terms in this box."

In the **General Keyword** search, the **Online Catalog** assumes the **and** operator between two terms, and recognizes the use of the operators **or** and **not** between terms.

Click *My Account* at the top of the screen for a list of books you have checked out.

## EXAMPLE OF A BOOK RECORD FROM THE CATALOG:

One hundred years of sea power : the U.S. Navy, 1890-1990 / George W. Baer.  
by Baer, George W.  
Stanford, Calif. : Stanford University Press, 1994.

**Subjects**

- United States. Navy -- History -- 20th century.
- United States. Navy -- History -- 19th century.
- Sea-power -- United States -- History -- 20th century.
- Sea-power -- United States -- History -- 20th century.
- United States -- History, Naval.

ISBN: 0804722730 (alk. paper) :  
Description: 553 p. ; 24 cm.

[Add to my list](#) [Request item](#)

Copy/Holding information				
Collection	Call No.	Volume	Status	Due Date
General Collection	VA58 .B283 1994	0	In library	

Note the location of the book.

Note the call number of the book.

Note the book status

The **General Collection** is on the lower level of the Library and these books can be checked out. There are 12 collections in the Naval War College Library. Note that some collections do not circulate.

Call No.: VA58 .B283 1994

[Add to my list](#) [Request item](#)

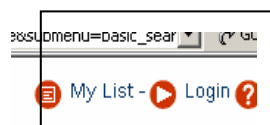
2. International organizations, 1918-1945 : a guide to research and research materials / compiled and edited by George W. Baer.  
by Baer, George W.  
Wilmington, Del. : Scholarly Resources Inc., 1991.  
Call No.: Z6464.A1 B33 1991  
Z6464.A1 B33 1991

[Add to my list](#) [Request item](#)

Create a booklist

Request a book that is checked out.

Use the booklist function to save your search results. Click *Add to my list* for each title that you wish to save. You can save your list **only** if you are logged into your account.



**Please see a Reference Librarian for further assistance.**



# Reference Guide #2

## How To Search ProQuest

**ProQuest** is an online database of more than 4,000 periodicals. Its Military Module is comprised of over 100 titles that are defense/military related and include U.S. Naval Institute Proceedings, Marine Corps Gazette, Army, and Air & Space Power Journal. The ProQuest Military Collection holds more than 500 periodicals on defense, engineering, government, political science, and international relations.

### PART I: ACCESSING PROQUEST

From within the Naval War College:

- Open up Internet Explorer. From the NWC Intranet, select *NWC Library Homepage* (under Research Sources). Click *Databases*; click *Internal User Access*; select *ProQuest*.

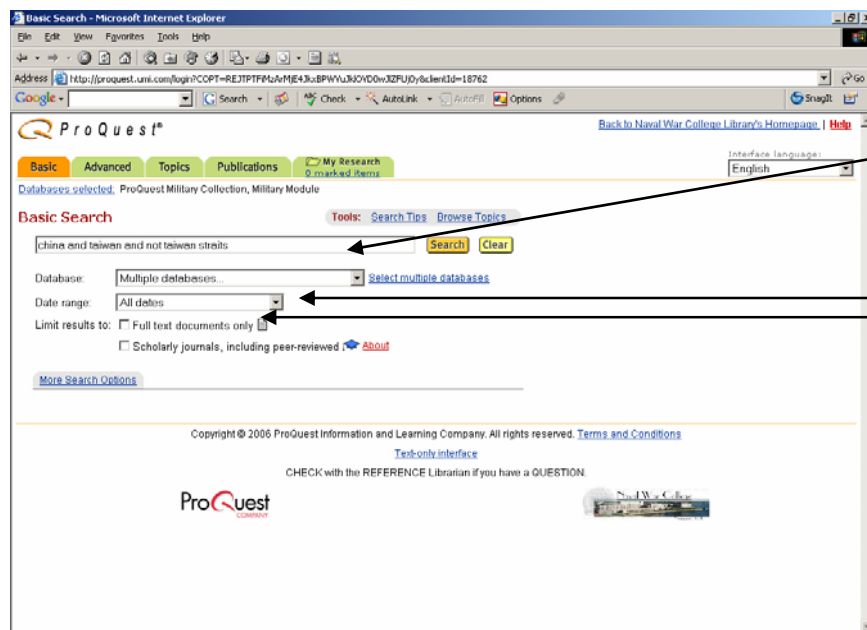
From outside the Naval War College:

- Go to the NWC Library Homepage [<http://www.nwc.navy.mil/library>].
- Click *Databases*; click *External User Access*; select *ProQuest*; enter the proxy server account username and password.

### PART II: SEARCHING PROQUEST

**Note:** A basic search looks for keywords in citation and abstract only.

To search the entire text of an article, select *More Search Options* or do an *Advanced Search*.



Keyword search with Boolean operators

To select a date range  
To search full-text of

Search procedures continue  
on next page.

## SEARCHING PROQUEST (cont'd)

- You may search the entire ProQuest database. Click *Select multiple databases* and then check the appropriate boxes.
  - Select *Basic Search* (the default mode) and type keywords in the search boxes.  
Combine terms using the Boolean operators *and*, *or*, and *not*.  
Use asterisk (\*) as truncation sign, e.g. nav\* finds navy; naval; navies (but also navigation).  
Enclose phrases of three or more words in quotation marks.  
Express proximity of one term to the other by inserting **w/number** between them,  
e.g. report **w/5** china.
- (The basic search is recommended for most purposes; select *Advanced Search* for more search options)
- Select a date range from the pull-down menu.
  - Select *Publications* if you wish to focus on one particular periodical, eg. Naval War College Review. You may browse all articles in any one issue of the Review, locate an article in the Review if you know in what issue the article is found, or search for a given article throughout multiple issues of the Review.

## PART III: SEARCH RESULTS

Search results are displayed in descending chronological order and may be printed, emailed, or saved.

The screenshot shows a Microsoft Internet Explorer window displaying the ProQuest search results page. The browser's address bar shows the URL <http://www.il.proquest.com/proquest>. The ProQuest logo is at the top left. Below it, there are tabs for 'Basic', 'Advanced', 'ProQuest Topics', 'Publications', and 'My Research'. The 'My Research' tab is selected and circled, showing '4 marked items'. To the left of the 'My Research' tab, a callout box points to the text 'Number of items found' and another callout box points to the text 'Click to mark item'. The search results are listed below the tabs. The first result is '156 documents found for: taiwan and china and not united states'. Below this, there are four search results, each with a checkbox to its left. The third and fourth results are checked. To the right of the search results, a callout box contains the text: 'Most articles have abstracts. The majority of articles are in full-text format. Format availability varies: full-text, text & graphics, page image-PDF'. The search results list includes the following items:

- 1. **Observers Fear DoD China Report May Be 'Watered Down'**  
Defense Daily. Potomac: Jun 8, 2005. Vol. 225, Iss. 46; p. 1  
Full text Abstract
- 2. **Cross-straits relations and the 2004 Taiwanese elections**  
Simon Baynam. Defense & Security Analysis. London: Mar 2005. Vol. 21, Iss. 1; p. 105  
Find a copy Abstract
- 3. **At Cross Purposes: U.S.-Taiwan Relations since 1942**  
Bruce Elleman. Naval War College Review. Washington: Winter 2005. Vol. 58, Iss. 1; p. 161 (3 pages)  
Full text Page Image - PDF Abstract
- 4. **Taiwan's Chen Proposes Arms Control With China, But Seeks U.S. Arms**  
Wade Boese. Arms Control Today. Washington: Nov 2004. Vol. 34, Iss. 9; p. 38 (1 page)  
Text+Graphics Page Image - PDF Abstract

### Print, Save, and Email Options

You may print, save, or email individual articles. For multiple articles, it is best to generate a marked list.

### Marked List

Click in the box to the left of the articles you wish to print, save, or email. Click *My Research; marked items* on the green tab at the top of the screen to generate your marked list. Search results may be printed, downloaded, or emailed to your personal account by following screen instructions.

**Please see a Reference Librarian for further assistance.**



# Reference Guide #3A

## How to Search **LexisNexis Academic** [Newspapers]

The LexisNexis database provides full-text access to a wide range of news, current events, business, legal, and reference information.

### PART I: ACCESSING LexisNexis Academic

Go to the NWC Library Homepage <<http://www.nwc.navy.mil/library/>>, click *Databases*, and select *LexisNexis Academic*.

### PART II: SEARCHING LexisNexis Academic

LexisNexis automatically opens up to **Guided News Search**.

**1 News Category.** Open the drop-down list. Select **General News, U.S. News,** or **World News.**

**2 News Source.** Open the drop-down list.  
A) For General News, select **Major Papers.**  
B) For U.S. News, select 1 of 4 **Regional Sources or a specific state.**  
C) For World News, select 1 of 4 regional **News Sources.**

To see a list of publications included in any category, click *Source List*.

**3 Search Terms.** Enter search terms . *See Search Term Operators, below, for help.*

To search the entire text of an article (not just the Headline, Lead Paragraph(s), or Terms), choose “Full Text” from the drop-down list.

**4 Date Range.** From the drop-down list select a time period to be searched (Today; 10 years) OR select the “From/To” option and enter a date range. Several formats are accepted such as mm/dd/yy or mm/yy or 4-digit year only. See LexisNexis “Help.”

**5 Publication Title** (optional). Leave this blank. If you need to search within a specific newspaper, see the instructions which follow, *How to Find a Specific Newspaper Article*.

The screenshot shows the LexisNexis Guided News Search interface. It includes a navigation bar with links like Home, Sources, How Do I?, Site Map, What's New, and Help. The main content area is titled 'Guided News Search' and contains five numbered steps: 1. Step One: Select a news category -- Entry Required. 2. Step Two: Select a news source -- Entry Required. 3. Step Three: Enter search terms -- Entry Required. 4. Step Four: Narrow to a specific date range -- Optional. 5. Step Five: Search this publication title(s) -- Optional. The interface also includes a sidebar with 'Academic Search Forms' and a 'Search' button at the bottom right.

**Click SEARCH.** Up to 125 citations should appear, each with a link to the full-text article. You may save the article to a disc, e-mail it to yourself, or print those articles you need. Articles are printed one at a time.

## Search Term Operators

- AND, OR  
**naval and warfare** finds articles containing both terms *naval*, *warfare*  
**naval or warfare** finds articles containing either term *naval*, *warfare*
- DO NOT USE QUOTES FOR PHRASES. Two terms can be used in proximity without quotes.  
**naval warfare** searches for the phrase *naval warfare*
- Use **w/n** to find terms within “n” number of words of each other.  
**law w/3 sea** finds *law* within 3 words of *sea*  
**weapons w/3 destruction** finds *weapons* within 3 words of *destruction*
- Use **!** to truncate terms. The computer searches for terms with variant endings.  
**terror!** finds terrorist; terrorists; terrorism  
**navigat!** finds navigate; navigation; navigator
- Use **\*** for each letter you need to substitute within a word  
**wom\*n** finds women; woman  
**nav\*\*** finds navy; naval; but not navies
- For a complete list of search term operators, see LexisNexis “Help” links.

## How to Find a Specific Newspaper Article (Citation KNOWN)

At the top of the page, in the LexisNexis heading, click “Sources”.

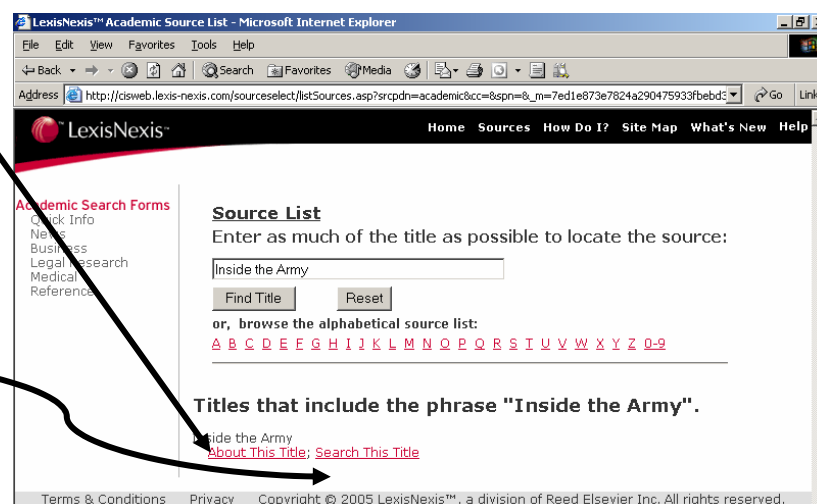
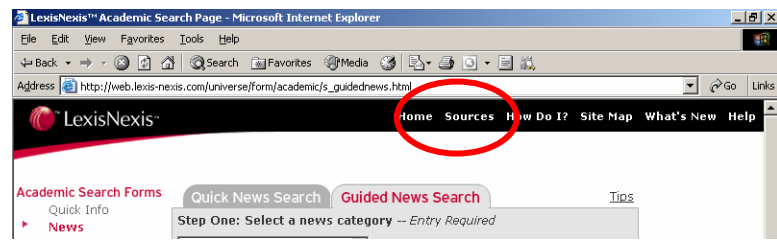
Enter the name of the newspaper in the Source List box. Click “Find Title.”

The publication name will appear if it is available in LexisNexis. Under the title are two links. “About this title” lists publication information including the years of publication which are available for online searching. You may want to click this link to determine if the date of your citation is covered in the database.

Click “Search this title.”

This automatically sets up the Guided News Search form with the correct information for the requested title. Note that **Steps 1, 2, and 5 are already completed for you.**

Enter Search Terms (Step 3) and Date Range (Step 4) and continue as before for Guided Search.



**Please see a Reference Librarian for further assistance.**





# Reference Guide #5

## How to search **DTIC**

**DTIC**, Defense Technical Information Center, is the "premier provider of DoD technical information." The DTIC technical report collection consists of student papers from the Naval War College and other service colleges as well as contracted studies and technical reports produced in support of the defense community.

### PART I: ACCESSING DTIC

- From the **Internet**: Go to <http://stinet.dtic.mil>
- From the **Intranet**: Go to the NWC Library Homepage. Click "**Websites.**" Scroll down and click on the link under "Scientific & Technical Information Network."

### PART II: SEARCHING DTIC's TECHNICAL REPORT COLLECTION

Public STINET (Scientific and Technical Information Network) - Microsoft Internet Explorer

Address: <http://stinet.dtic.mil>

**DTIC** Public STINET (Scientific & Technical Information Network)

Home Collections Find It Contact Us Help

About STINET The Defense Technical Information Center (DTIC)'s Scientific and Technical Information Network (STINET) Service helps the DoD community access pertinent scientific and technical information to meet mission needs effectively.

What's New

DTIC Collections

Special Collections

MultiSearch

Journals

Other Resources

MCTL

Trouble Downloading

Perform a simple search of DTIC's Technical Reports Collection

Search for :

Search Clear Query Search Help

Limit search to technical reports with Full Text links available: ☐

Other Search Options Quick Search Guided Search Advanced Search

Keyword Search option

Guided Search option

#### (A) USING THE KEYWORD SEARCH OPTION

Use **quotation marks** for **phrases**. Use the Boolean operator **and** to separate terms as, otherwise, the Boolean operator **OR** is assumed. For example:

- To search for the **phrase** *Taiwan Straits*, type "**taiwan straits.**"
- To search for **BOTH** words, not necessarily in a phrase, type **taiwan and straits.**
- To search for **EITHER** word, type **taiwan straits** [equivalent to **taiwan or straits**].

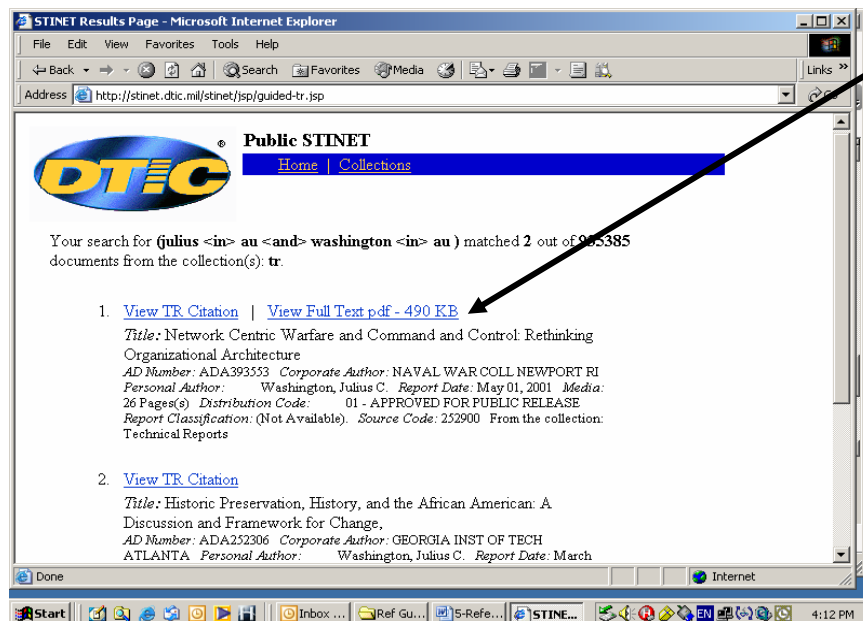
## (B) USING THE GUIDED SEARCH OPTION

If the author's name, part of the title, or the accession number (AD number) is known, use the **guided** search. To find papers from the Naval War College, type “**Naval War Coll**” in the space for Corporate Author. Search terms may be entered in the Descriptors box.

## (C) ACCESSING DOCUMENTS IN THE DTIC TECHNICAL REPORT DATABASE

There are both full-text and citation-only documents in this database. **Please do not print out documents prior to searching the NWC Online Catalog for local availability.** If the report is not available in the NWC library collection, you can download it to a disk. If it is a citation-only document and the NWC Library does not own a copy, print out the citation and see the Reference Librarian about obtaining a copy. If the paper was written at the Naval War College, you may borrow it from the Classified Library.

## (D) DOWNLOADING THE .PDF FILE FROM DTIC'S TECHNICAL REPORT DATABASE



When saving the **pdf** file to a disk, remember to use the save mechanism on the Adobe Acrobat toolbar. Change the name of the document when saving it because the URL on the **pdf** will be unnecessarily long.

**Please see a Reference Librarian for further assistance.**

# Comprehensive List of Periodicals

Does the Library hold a magazine or journal you are looking for?

## The Comprehensive List includes:

- The titles of all periodicals the Library currently receives (or received at one time)
- Links to periodicals available electronically to the NWC community

## Accessing the Comprehensive List of Periodicals

- Go to the Library homepage: <<http://www.nwc.navy.mil/library>>.
- Select *Comprehensive List of Periodicals*.
- Type the name of the periodical you are looking for in the *Search for Journal by Title* box.

**Note:** You may also search for a particular journal by subject or by browsing.

- Hit *enter*.

For example:

A search for the journal *Foreign Affairs* displays the following results:

Foreign affairs (New York, N.Y.) (0015-7120)

from 01/01/1923 to 10/01/1985 in [ProQuest Military Collection](#)

from 01/01/1987 to 07/01/2005 in [ProQuest Military Collection](#) and [ProQuest Research Library](#)

from 01/01/1994 to present in [Wilson Select Full Text](#) and [Wilson Select Plus](#)

from 10/01/1964 to present in [Military & Government Collection](#)

from 1922 to 2004 in [Hein-On-Line](#)

from 1981 to present in [LexisNexis Academic](#)

from 1992 to 2005 in [Periodical Abstracts](#)

from v.1 (1922) to present in Naval War College-Microfilm Holdings and  
Naval War College - Print Holdings

The periodical *Foreign Affairs*, from volume 1 (1922) through the present, is available in both print and microfilm format in the Naval War College Library. It is also available in electronic format from a variety of online database sources.

- Always note the date range for periodical availability.
- For online availability, select *ProQuest* if that option is given (*ProQuest* is a very user-friendly database).

Give Comprehensive List of Periodicals a try.

Access to this resource is via the Library's homepage: <<http://nwc.navy.mil/library>>.

# NWC LIBRARY

## BIBLIOGRAPHIES & SUBJECT GUIDES

*Need help finding books and articles on your topic?  
Maybe a list of references on your topic has already been prepared!*

NWC librarians have compiled bibliographies and subject guides on current topics.

***Bibliographies*** are comprehensive lists of books, articles, and other resources on a topic.

***Subject Guides*** provide keywords, search strategies and a selected list of resources on a topic.

### Sample topics:

- Asymmetric Warfare
- Maritime Piracy
- Afghanistan
- War Termination
- Homeland Defense
- Port Security
- Nation-Building

*...and many others*

**NOTE:** Bibliographies are a great starting place, but be sure you also search the Library Online Catalog and the electronic Databases to find ***updated*** material.

To save time and effort, check to see if a Bibliography or Subject Guide has already been compiled for your research topic.

Find **Bibliographies & Subject Guides** under **Publications** on the Library Homepage at <<http://www.nwc.navy.mil/library>> or at the below link:

[NWC Bibliographies & Subject Guides WebPages](#)



## Reference Guide #9

### How to access NWC Library's databases from home: **PROXY Account**

The **Library Proxy System** gives Naval War College staff, faculty, and students external access to the College's subscription databases. The username will always remain the same, but the password will change every 6 months, in May and November of each year.

- **To learn the username and password for a proxy server account:**

On the NWC **INTRANET**, click *Library Proxy System* under Research Sources.

**This generic login information does not protect a DoD network, but does protect the intellectual property of the commercial databases. It is NOT to be transferred to any other party. You are authorized to use this system only while employed by the Naval War College, or while attending the College as a resident or distance education student.**

- **To search the NWC databases from home, or from an off-campus site:**

Go to the NWC Library homepage [[www.nwc.navy.mil/library](http://www.nwc.navy.mil/library)].

On the right hand side of the homepage, click *Databases*.

Click [External User Access](#).

Click the name of the database you wish to search.

When prompted, enter the Proxy Server Account Username and Password. Click *Submit Query*.

#### **NOTE:**

- **Proxy Server Account USERNAME and PASSWORD** are case sensitive.
- The **Proxy Server Account** is different than the **NWC Account** you use for email access.

### **Problems Accessing Databases from Outside NWC**

If you are having problems accessing databases from home, there might be a problem with your computer's setup. Try the following on your home computer and see if your problem is resolved:

Open Internet Explorer.

Go to **Tools; INTERNET Options; Security**.

Click *Trusted Sites*.

Click *Sites* button.

**Enter** <http://www.nwc.navy.mil>

Select *Add*.

**Enter** <http://ezlib.nwc.navy.mil>

Select *Add*.

Hit *OK* enough times to get back to the browser.

Close browser and retry access.

**Please see a Reference Librarian for further assistance.**



# Reference Guide #13

## How To Use the **LIBRARY PORTAL**

The Library Portal provides easy access to international news and intelligence reports. The portal is updated frequently, as news releases become available. Information is sorted by category and world region. You are able to create **Alerts** to send automatic news updates from the Library Portal to your email address.

### PART I: ACCESSING THE LIBRARY PORTAL

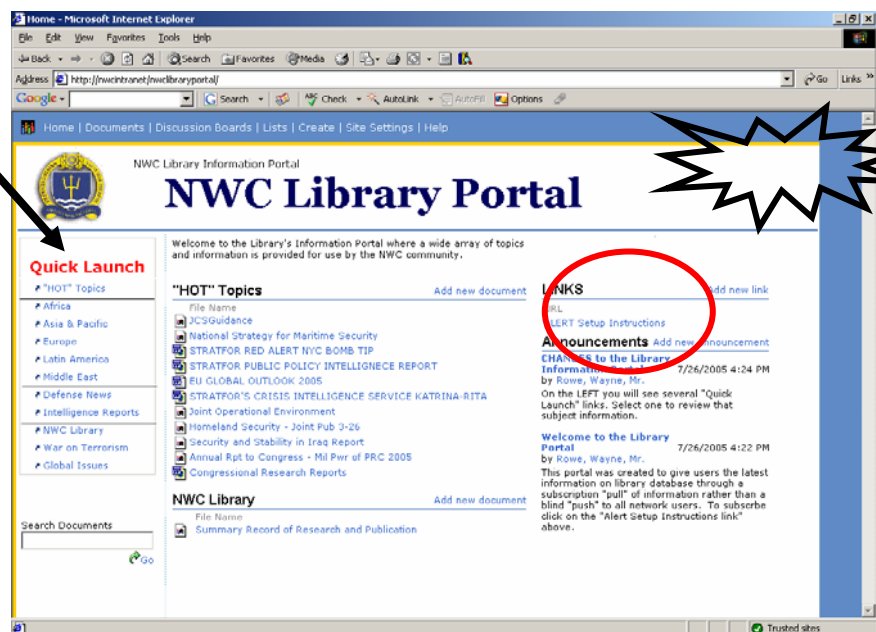
From the NWC Intranet homepage (<http://nwcintranet>), under the heading Research Sources, click **NWC Library Portal**. **NOTE:** The Library Portal is only accessible from the computers at NWC (via the Intranet).

### PART II: BROWSING THE LIBRARY PORTAL

**Quick Launch**, Located on the left sidebar

Choose a topic of interest -

- **“HOT” Topics:** current news and events of interest to the NWC community.
- **Regional News:** choose among **Africa, Asia & Pacific, Europe Latin America, or Middle East**
- **Defense News:** defense reports, primarily from Periscope.
- **Intelligence Reports:** global reports from intelligence services such as Strategic Forecasting (STRATFOR) and Courcy’s Intelligence Review.
- **NWC Library:** Latest NWC Library news & Summary Record.
- **War on Terrorism:** Terrorism related intelligence reports and briefs.
- **Global Issues:** These are alerts summaries of global topics found in the Global Newsbank database.



### **Alerts**

You may have updated news and intelligence reports sent automatically to your e-mail address by setting up an alert. Click **ALERT Set-up Instructions**, located under **LINKS**, for information on alert set-up procedures.

### **Search Documents**

Document searching is available, but is very limited. Single word terms are recommended if using this feature.

**Please see a Reference Librarian for further assistance.**





# Reference Guide #15

## How To Search **CENTRAL SEARCH**

**CENTRAL SEARCH** allows patrons to search a wide variety of resources from a single, easy-to-use interface. This reference tool searches simultaneously the online catalog and approximately 15 databases. The results list includes references to books, documents, periodical articles, and information in miscellaneous formats. Many references include links to the full text of a particular document.

### PART I: ACCESSING Central Search

From within the Naval War College:

- Open Internet Explorer. From the NWC Intranet, select *Library Homepage* (under Research Sources). Then, select **Central Search**.

From outside the Naval War College:

- Go to the Library's homepage [<http://www.nwc.navy.mil/library>].
- Click *Databases*; click *External User Access*; select **Central Search**; enter the proxy server account username and password.

### PART II: SEARCHING Central Search

Choose either **Basic** or **Advanced Search**:

- **Basic Search** An intuitive, simple search for users familiar with popular search engines
- **Advanced Search** A search tool that allows patrons to build sophisticated Boolean queries

Choose either **Search by Subject** or **Search by Database**.

**Search by Subject:** Select one or more subject categories by placing a check in the appropriate box (or boxes) or search all subject categories by choosing *Select All*. The subject categories are:

Country information  
Government  
History  
Journal articles  
Law  
Military  
Newspaper articles

To view the databases included in a particular subject category, click the subject category heading.

**Search by Database:** Click *Search by database*.

Select one or more databases by placing a check in the appropriate box (or boxes) or select all databases by choosing *Select All*.



Type your term(s) or phrase in the search box (or boxes). **CENTRAL SEARCH** defaults to a keyword search. You may search a specific field (such as author or title) by selecting the desired option from the pull-down menu. Click *Search*.

In both Basic and Advanced Search modes, these functions are supported:

- Truncation (allowing for variant endings to root words) e.g. nav\* finds navy; naval; navies, etc.
- Phrase searching (enclosing the phrase in quotation marks) e.g. "naval war college"
- Use of Boolean operators (**and**, **or**, **not**) e.g. v-22 **or** osprey **not** bird

Click *Refine Search* to modify a search or conduct a new search.

## PART III: SEARCH RESULTS

**1** Results are grouped by source in the left-hand sidebar; that is, listed according to the database from which they were retrieved.

**2** The entire list of search results may be sorted by date, title, author, or by source and are displayed in descending chronological order. Results may be filtered or restricted to full-text or peer-reviewed documents.

**3** Search results may continue over one or more screens. Click **2** to go from the first screen to the following screen.

**4** When the results list is generated, you will be told that the computer is making a certain number of results available to you (the total number of hits is given in parentheses). Click *Get More Results* if you wish to see the entire results list.

Example: Results 1 - 25 of 42 returned for "keyword contains "no-fly zone"" (1777 total).

- In most instances, the database assumes "and" between two terms when one is typed directly following the other. When those words are enclosed in quotation marks, the system searches for a phrase.
- Use the pull-down menus in the Advanced search boxes to search using the Boolean operators *and*; *or*; *not*.

### Print and Save Options

You may print or save (download) your results. Click *Export Results* **5** for print and save options. Either *Select all records* or click the boxes to the left of only those records you wish to export. Choose HTML or plain text option and sort the results by date, title, author, or source.

The screenshot shows a search results page for the query "keyword contains 'no-fly zone'" (1777 total). The interface includes a sidebar on the left with sections for Search, Sort Results by, Filter by, and Results By Source. The main area displays a list of results, each with a title, source, and date. Callouts are placed as follows: **1** points to the 'Results By Source' section in the sidebar; **2** points to the 'Sort Results by' section; **3** points to the 'Search' section; **4** points to the 'Get More Results' link; and **5** points to the 'Export Records' link in the top right corner.

**Search**  
Search Completed  
Refine Search  
New Search

**Sort Results by:**  
Date  
Title  
Author  
Source

**Filter by:**  
☐ Full Text  
☐ Peer-reviewed

**Results By Source**  
DTIC (4)  
EBSCO Military & Government Collection (304)  
ProQuest Military Collection (1469)

**Results 1 - 25 of 42 returned for "keyword contains "no-fly zone"" (1777 total)**  
[Export Records](#)  
[Get More Results >](#)

1. An 11th-Hour Break in the Death House; Men in Bow Ties, Behaving Badly, A Fork in the Road for Bend; City Kids, Reading Up Quite a Storm; Dick Cheney's New No-Fly Zone  
Liz Halloran; Alex Kingsbury; Angie C. Marek; Justin Ewers; Associated Press; edited by Gordon Wilkin.  
**U.S. News & World Report; Washington (0041-5537)**  
Dec 12, 2005. Vol.139, Iss.22; p.22-23  
Source: ProQuest Military Collection  
[Check for More Full-Text Options](#) [ARTICLE LINKER](#)

2. Leaders: Failure in Sudan - Stop the killing, again; Sudan  
**The Economist; London (0013-0613)**  
Dec 3, 2005. Vol.377, Iss.8455; p.12  
Source: ProQuest Military Collection  
[Show/Hide Abstract](#)  
[Check for More Full-Text Options](#) [ARTICLE LINKER](#)

3. IRAQ'S RESILIENT MINORITY  
Andrew Cockburn.  
**Smithsonian; Washington (0037-7333)**  
Dec 2005. Vol.36, Iss.9; p.42-46,48,50,52,54-55  
Source: ProQuest Military Collection  
[Show/Hide Abstract](#)

**Please see a Reference Librarian for further assistance.**

# Naval Historical Collection

The Naval Historical Collection, a division of the Naval War College Library, is the depository for College archives, manuscripts, and oral histories relating to the history of naval warfare and the history of the Navy in Narragansett Bay. Established in 1969 and located in Mahan Hall, the collection's primary source materials are of interest to naval historians, scholars, and students of American military and diplomatic history, Naval War College students, faculty and staff, and the general public.

## Collections

The Naval War College archives contain more than 1,200 feet of records documenting the administrative and curricular history of the institution since its founding in 1884. The archives house 44 record groups, including administrative correspondence, curriculum items and publications, conference proceedings, library records, lectures, faculty and staff presentations, theses, World War II Battle Evaluation Group records, and a vast array of intelligence and technical source materials pertaining to technological developments and strategic and tactical problems of interest to the Navy.

## Papers and Manuscripts

The collection includes more than 212 manuscript collections containing the personal and official papers of Naval War College presidents, professors, and naval officers who have served on the staff or have been affiliated with the institution during the years, including those of Alfred Thayer Mahan and Stephen B. Luce.

In addition to the larger collections, single manuscript items represent a growing and unique body of documents available for research. There are now more than 490 letters, journals, letterpress volumes, certificates, commissions, and signatures stored in the Naval Historical Collection. Representative holdings in this category range from letters of Admirals David Farragut, Elmo Zumwalt, Jr., and William Leahy to a 1783 paymaster's book from the USS Alliance, which was homeported in Providence at the time.

Besides a comprehensive guide to research source materials, the Naval Historical Collection routinely publishes finding aids to its manuscript collections. These may be obtained from the collection's curator. In addition, the Naval War College Historical Monograph Series, published by the Naval War College Press, is based on collection sources.

## Oral Histories

Oral histories treating the life and career of flag rank naval officers, WAVES, Navy wives and civilians who made important contributions to the Navy are housed in the Naval Historical Collection. There are over 280 oral history interviews treating a variety of twentieth century naval warfare topics conducted by the staff of the Naval Historical Collection, the Naval Institute Oral History program, and the Columbia University Oral History Office.

## Hours

The collection is open to all researchers between the hours of 0800 and 1630, Monday through Friday, excluding federal holidays. Prospective visiting researchers interested in using the collections should contact: Dr. Evelyn Cherpak, phone (401) 841-2435 (DSN 948-2435) or fax (401) 841-7790. E-mail for Dr. Cherpak is [evelyn.cherpake@nwc.navy.mil](mailto:evelyn.cherpake@nwc.navy.mil).

# THE CLASSIFIED LIBRARY COLLECTION

## (A) GENERAL

1. Intelligence Studies (CIA, DIA, ONI, etc.)
2. Military/Naval Studies (CNA and RAND Reports)
3. Tactical Documents
4. Evaluations of U.S. Weapons Systems
5. Joint Publications, Classified/Limited FMs

## (B) SPECIAL

### 1. NAVAL WARFARE PUBLICATIONS (NWP) and ALLIED PUBLICATIONS (ACP)

- a) **Doctrinal** publications (hard copy)
- b) **Doctrinal** publications (CD-ROM)
  - Navy Warfare Electronic Library (NWEL)
  - Allied Publications Electronic Library (APEL)
- c) NWPs can be found on the Navy Warfare Development Command web site on SIPRNET
- d) See wall chart for current **status**/availability of each

### 2. VOICE CASSETTES and CD-ROMs

- a) **Strategy & Policy** lectures – on audio cassette and CD-ROM
  - Subject to the **non-attribution policy**
- b) **Non-Strategy & Policy** lectures (major lectures recorded in Spruance Auditorium)
  - Cassette and CD **players** are available for listening
  - High-speed **dubbers** are available for making copies
  - **Degaussers** are available for erasing cassette tapes for reuse

### 3. RESEARCH PAPERS (Unclassified through SECRET)

- a) Student papers include those written for the Joint Mmilitary Operations (JMO) Department, National Security Decision Making (NSDM) Department, and the Center for Naval Warfare Studies (CNWS).
- b) **Prize winning papers**, including some by international students and non-resident students, are cataloged into the collection.

## 4. DEPARTMENT OF THE NAVY INSTRUCTIONS

- Selective holdings include **OPNAV** and **SECNAV** instructions
- Refer to the *Consolidated Subject Index*

## (C) DATABASES

### 1. LESSONS LEARNED DATABASE (SECRET/NOFORN)

- a) Produced by Navy Warfare Development Command (NWDC)
- b) Contains Navy, Marine Corps, Air Force, Coast Guard, and Joint Lessons Learned databases

### 2. DEFENSE TECHNICAL INFORMATION CENTER (DTIC) TECHNICAL REPORTS (TR) DATABASE on DVD (U.S. GOV'T AGENCIES and their CONTRACTORS ONLY)

- a) Contains unclassified bibliographic **citations** to nearly 2M defense-related technical reports; DOD directives/instructions; patent applications; conference papers; etc.
- b) **Updated** quarterly.

### 3. SECRET INTERNET PROTOCOL ROUTER NETWORK (SIPRNET) / INTELINK-S

- a) **Security clearance** is required for access
- b) **Accounts** are name specific and password protected
- c) Ability to **search** websites/homepages/search for information
- d) Send/receive **classified e-mail**
- e) Patrons using SIPRNET for research may stow any saved information (printouts, diskettes, CD, etc.) by obtaining a folder from the Classified Library staff. This material will be held for the patron behind the Classified Library's circulation desk. Please notify the staff when this material is no longer needed, and it will be destroyed.
- f) NWPs can be found on the Navy Warfare Development Command web site on SIPRNET.

# CLASSIFIED LIBRARY CIRCULATION POLICY

Use a **SINGLE YELLOW SLIP** to record the complete call number for each document requested. Present your **NAVAL WAR COLLEGE ID BADGE** and **SIGN** for all materials.

## 1. DOCUMENTS

- You may keep the item(s) indefinitely; *however*,
  - ▶ item(s) may be recalled after ONE WEEK if requested by another patron.
  - ▶ item(s) may be recalled immediately if needed for RESERVE.
- At three-month intervals, you will be asked to SIGHT and RENEW, or RETURN, what you have charged out.
- The Privacy Act and Library Policy do not permit NAMES of persons holding charged out materials to be disclosed under any circumstances.

## 2. LECTURE CASSETTE and CD-ROM CIRCULATION

- **Four (4)** cassette/CD-ROM limit:
  - ▶ Monday-Thursday check-out overnight; return by 1400 the following workday.
  - ▶ Friday check-outs are due at 0800 on Monday morning.

## 3. NAME REQUESTS for uncataloged/unprocessed documents will be made available within **24 hours** if a record appears in online database; otherwise, **48 hours**.

## 4. NOTICES

- *To recall material* from you *or to inform you that material is being held* for you:
  - ▶ Notices are placed in your student mailbox in Conolly Hall
  - ▶ A notification is sent to you via e-mail

## 5. Classified **CD-ROMs** must be used on computers in the Classified Library.

## 6. RESERVE MATERIALS

- Faculty may request to have selected items placed on **RESERVE** in support of an elective *or* due to anticipated student demand.
  - ▶ **RESERVE** materials circulate one document at a time, for **three (3) hours** at a time until 1600.
  - ▶ **OVERNIGHT** (or over-the-weekend) circulation begins at 1600, on a first come, first serve basis, providing the material is unclassified .  
All material must be returned by 0830 on the next workday.

## 7. SIPRNET PRINTOUTS, etc.

- Patrons using SIPRNET for research may stow any saved information (printouts, working papers diskettes, CDs, etc.) by obtaining a “folder” from *Classified Library staff*. This will be held for the patron behind the *Classified Library’s circulation desk*.
- Any classified document, printed from SIPRNET in its entirety, must be controlled. Patrons must take the document to the Top Secret Vault (HB-200) where it will be registered.
- Please notify staff when the material is no longer needed, and it will be destroyed.